How to Complete your Semester Financial Arrangement

All students must complete their Semester Financial Arrangements (SFA) each semester before classes begin.

Step 1: Review and complete your financial aid file through Net Partner

- Access your award information by logging into Net Partner, our online financial aid portal, at https://my.csm.edu/Services/Financialaid
- View and accept your financial aid awards
- Complete all required financial aid documents listed under the Required Documents tab. This may include the Master Promissory Note, Entrance Counseling, Verification Worksheet, and Parent PLUS Loan Request.
  - Federal documents, such as the Master Promissory Note, Entrance Counseling and Parent PLUS Loan Request, are completed online at www.studentloans.gov.
- Be sure to review all information included under each tab
  - Tabs include the following: Accept Awards, Required Documents, Messages, Financial Aid Information & Disbursements

NET PARTNER AWARD INFORMATION:
Step 2: Login to your Semester Financial Arrangements
- Go to www.csm.edu/sfa and click on the highlighted “Semester Financial Arrangement (SFA)” or “complete your SFA online” links on the page and enter your username and password.
- You will then be directed to your SFA Prerequisites page.

Step 3: Complete All Prerequisite Items
- It is important to note that before you can begin the SFA process, you must complete a 4-step prerequisite checklist.

- Each item on the checklist will verify that you have completed specific financial aid requirements required of the SFA. The SFA process will not allow you to continue until all steps are complete.
- Once steps 1-3 are complete, you must read the terms of the SFA process.
- Please read the Statement of Financial Responsibility and Disclosure Statement which helps to explain the terms and conditions of your College of Saint Mary account. Once done, please check the box to indicate you have read and understand the terms provided.
- Once all 4 steps have been completed you will be able to click the “Begin SFA” button.
Step 4: Begin Semester Financial Arrangements - Verify Personal Information

- Verify that all personal information displayed in your file is accurate. If not, you have the option to make corrections at this time.
- If all of the information presented is accurate, please click “This Information Is Correct.”

Step 5: Continue with Semester Financial Arrangements – Charges and Credits

- Once you have turned in all of your documents, your anticipated financial aid will be posted to your student account.
  - You will be provided with a summary of all charges and credits for the semester.
- If your Anticipated Financial Aid has been posted to your student account, you can then complete your Semester Financial Arrangements (SFA) at www.csm.edu/sfa. If you have any questions, please contact the Express Center at 402-399-2429.
- You may choose to put money towards a bookstore voucher should you have a credit.
Step 6: Finish Semester Financial Arrangements - Payment Options

- All students with a remaining balance are given four options to choose from for payment:
  - ① Pay in Full by Check  ② Pay in Full by ACH or Credit Card  ③ Payment Plan or  ④ Corporate Deferred
- If a payment plan is selected, students will be directed to eCashier to configure an automatic payment plan.

- If you select “Pay in Full by Check,” your SFA will not be marked complete until the payment has been received in the Express Center.
- Once all necessary steps have been completed on the final page, please click the “Complete My SFA” button to finish the SFA process.